

## **Before Starting the Project Application**

**To ensure that the Project Application is completed accurately, ALL project applicants should review the following information BEFORE beginning the application.**

Things to Remember:

- Only Collaborative Applicants may apply for CoC Planning funds using this application, and only one CoC Planning application may be submitted during the FY 2018 CoC Program grant competition.
- Additional training resources can be found on the HUD Exchange at <https://www.hudexchange.info/e-snaps/guides/coc-program-competition-resources/>
- Program policy questions and problems related to completing the application in e-snaps may be directed to HUD the HUD Exchange Ask A Question
- Project applicants are required to have a Data Universal Numbering System (DUNS) number and an active registration in the Central Contractor Registration (CCR)/System for Award management (SAM) in order to apply for funding under the Continuum of Care (CoC) Program Competition. For more information see the FY 2018 CoC Program NOFA.
- To ensure that applications are considered for funding, applicants should read all sections of the FY 2018 CoC Program NOFA, including the General Section Technical Correction, and all requirements and criteria met.
- Detailed instructions can be found on the left menu within e-snaps. They contain more comprehensive instructions and so should be used in tandem with the instructions found on each individual screen
- Before completing the project application, all project applicants must complete or update (as applicable) the Project Applicant Profile in e-snaps.
- HUD reserves the right to reduce or reject any new or renewal project that fails to adhere to 24 CFR Part 578 and application requirements set forth in the FY 2018 CoC Program NOFA.

## 1A. SF-424 Application Type

**1. Type of Submission:**

**2. Type of Application:** CoC Planning Project Application

**If Revision, select appropriate letter(s):**

**If "Other", specify:**

**3. Date Received:** 08/08/2018

**4. Applicant Identifier:**

**5a. Federal Entity Identifier:**

**5b. Federal Award Identifier**

**6. Date Received by State:**

**7. State Application Identifier:**

## 1B. SF-424 Legal Applicant

### 8. Applicant

**a. Legal Name:** County of Beaver

**b. Employer/Taxpayer Identification Number (EIN/TIN):** 25-6001019

	<b>c. Organizational DUNS:</b>	068754019	<b>PLUS 4</b>	
--	--------------------------------	-----------	---------------	--

### d. Address

**Street 1:** 1013 Eighth Avenue

**Street 2:**

**City:** Beaver Falls

**County:** Beaver

**State:** Pennsylvania

**Country:** United States

**Zip / Postal Code:** 15010

### e. Organizational Unit (optional)

**Department Name:** County of Beaver

**Division Name:**

### f. Name and contact information of person to be contacted on matters involving this application

**Prefix:** Ms.

**First Name:** Cathy

**Middle Name:**

**Last Name:** Smith

**Suffix:**

**Title:** Housing and Community Services Coordinator

**Organizational Affiliation:** County of Beaver

**Telephone Number:** (724) 770-2044

**Extension:**

**Fax Number:** (724) 847-3861

**Email:** [csmith@beavercountypa.gov](mailto:csmith@beavercountypa.gov)

## **1C. SF-424 Application Details**

**9. Type of Applicant:** B. County Government

**10. Name of Federal Agency:** Department of Housing and Urban Development

**11. Catalog of Federal Domestic Assistance Title:** CoC Program

**CFDA Number:** 14.267

**12. Funding Opportunity Number:** FR-6200-N-25

**Title:** Continuum of Care Homeless Assistance Competition

**13. Competition Identification Number:**

**Title:**

## **1D. SF-424 Congressional District(s)**

**14. Area(s) affected by the project (state(s) only):** Pennsylvania  
(for multiple selections hold CTRL+Key)

**15. Descriptive Title of Applicant's Project:** PA-603 CoC Planning Application FY2018

**16. Congressional District(s):**

**a. Applicant:** PA-012  
**b. Project:** PA-012  
(for multiple selections hold CTRL+Key)

**17. Proposed Project**

**a. Start Date:** 05/01/2019  
**b. End Date:** 04/30/2020

**18. Estimated Funding (\$)**

**a. Federal:**  
**b. Applicant:**  
**c. State:**  
**d. Local:**  
**e. Other:**  
**f. Program Income:**  
**g. Total:**

## 1E. SF-424 Compliance

- 19. Is the Application Subject to Review By State Executive Order 12372 Process?** b. Program is subject to E.O. 12372 but has not been selected by the State for review.
- If "YES", enter the date this application was made available to the State for review:**

- 20. Is the Applicant delinquent on any Federal debt?** No
- If "YES," provide an explanation:**

## 1F. SF-424 Declaration

By signing and submitting this application, I certify (1) to the statements contained in the list of certifications\*\* and (2) that the statements herein are true, complete, and accurate to the best of my knowledge. I also provide the required assurances\*\* and agree to comply with any resulting terms if I accept an award. I am aware that any false, fictitious, or fraudulent statements or claims may subject me to criminal, civil, or administrative penalties. (U.S. Code, Title 218, Section 1001)

I AGREE: ☒

### 21. Authorized Representative

**Prefix:** Ms.

**First Name:** Lisa

**Middle Name:**

**Last Name:** Signore

**Suffix:**

**Title:** Director

**Telephone Number:** (724) 770-2040  
(Format: 123-456-7890)

**Fax Number:** (724) 847-3861  
(Format: 123-456-7890)

**Email:** lsignore@beavercountypa.gov

**Signature of Authorized Representative:** Considered signed upon submission in e-snaps.

**Date Signed:** 08/08/2018



## 1G. HUD 2880

**Applicant/Recipient Disclosure/Update Report - Form 2880**  
**U.S. Department of Housing and Urban Development**  
**OMB Approval No. 2510-0011 (exp.11/30/2018)**

### Applicant/Recipient Information

#### 1. Applicant/Recipient Name, Address, and Phone

**Agency Legal Name:** County of Beaver

**Prefix:** Ms.

**First Name:** Lisa

**Middle Name:**

**Last Name:** Signore

**Suffix:**

**Title:** Director

**Organizational Affiliation:** County of Beaver

**Telephone Number:** (724) 770-2040

**Extension:**

**Email:** lsignore@beavercountypa.gov

**City:** Beaver Falls

**County:** Beaver

**State:** Pennsylvania

**Country:** United States

**Zip/Postal Code:** 15010

**2. Employer ID Number (EIN):** 25-6001019

**3. HUD Program:** Continuum of Care Program

**4. Amount of HUD Assistance Requested/Received:** \$71,147

(Requested amounts will be automatically entered within applications)

**5. State the name and location (street address, city and state) of the project or activity:** PA-603 CoC Planning Application FY2018 1013 Eighth Avenue Beaver Falls Pennsylvania

Refer to project name, addresses and CoC Project Identifying Number (PIN) entered into the attached project application.

### Part I Threshold Determinations

**1. Are you applying for assistance for a specific project or activity?** Yes  
(For further information, see 24 CFR Sec. 4.3).

**2. Have you received or do you expect to receive assistance within the jurisdiction of the Department (HUD), involving the project or activity in this application, in excess of \$200,000 during this fiscal year (Oct. 1 - Sep. 30)? For further information, see 24 CFR Sec. 4.9.** No

### Certification

Warning: If you knowingly make a false statement on this form, you may be subject to civil or criminal penalties under Section 1001 of Title 18 of the United States Code. In addition, any person who knowingly and materially violates any required disclosures of information, including intentional nondisclosure, is subject to civil money penalty not to exceed \$10,000 for each violation.

I certify that this information is true and complete.

**I AGREE:** ☒

**Name / Title of Authorized Official:** Lisa Signore, Director

**Signature of Authorized Official:** Considered signed upon submission in e-snaps.

**Date Signed:** 08/15/2017

## 1H. HUD 50070

### HUD 50070 Certification for a Drug Free Workplace

**Applicant Name:** County of Beaver

**Program/Activity Receiving Federal Grant Funding:** CoC Program

**Acting on behalf of the above named Applicant as its Authorized Official, I make the following certifications and agreements to the Department of Housing and Urban Development (HUD) regarding the sites listed below:**

I certify that the above named Applicant will or will continue to provide a drug-free workplace by:	
a. Publishing a statement notifying employees that the unlawful manufacture, distribution, dispensing, possession, or use of a controlled substance is prohibited in the Applicant's workplace and specifying the actions that will be taken against employees for violation of such prohibition.	e. Notifying the agency in writing, within ten calendar days after receiving notice under subparagraph d.(2) from an employee or otherwise receiving actual notice of such conviction. Employers of convicted employees must provide notice, including position title, to every grant officer or other designee on whose grant activity the convicted employee was working, unless the Federal agency has designated a central point for the receipt of such notices. Notice shall include the identification number(s) of each affected grant;
b. Establishing an on-going drug-free awareness program to inform employees --- (1) The dangers of drug abuse in the workplace (2) The Applicant's policy of maintaining a drug-free workplace; (3) Any available drug counseling, rehabilitation, and employee assistance programs; and (4) The penalties that may be imposed upon employees for drug abuse violations occurring in the workplace.	f. Taking one of the following actions, within 30 calendar days of receiving notice under subparagraph d.(2), with respect to any employee who is so convicted --- (1) Taking appropriate personnel action against such an employee, up to and including termination, consistent with the requirements of the Rehabilitation Act of 1973, as amended; or (2) Requiring such employee to participate satisfactorily in a drug abuse assistance or rehabilitation program approved for such purposes by a Federal, State, or local health, law enforcement, or other appropriate agency;
c. Making it a requirement that each employee to be engaged in the performance of the grant be given a copy of the statement required by paragraph a.;	g. Making a good faith effort to continue to maintain a drugfree workplace through implementation of paragraphs a. thru f.
d. Notifying the employee in the statement required by paragraph a. that, as a condition of employment under the grant, the employee will --- (1) Abide by the terms of the statement; and (2) Notify the employer in writing of his or her conviction for a violation of a criminal drug statute occurring in the workplace no later than five calendar days after such conviction;	

### Sites for Work Performance.

The Applicant shall list (on separate pages) the site(s) for the performance of work done in connection with the HUD funding of the program/activity shown above: Place of Performance shall include the street address, city, county, State, and zip code. Identify each sheet with the Applicant name and address and the program/activity receiving grant funding.)

Workplaces, including addresses, entered in the attached project application.  
Refer to addresses entered into the attached project application.

**I hereby certify that all the information stated herein, as well as any information provided in the accompaniment herewith, is true and**

X

**accurate.**

☐

Warning: HUD will prosecute false claims and statements. Conviction may result in criminal and/or civil penalties. (18 U.S.C. 1001, 1010, 1012; 31 U.S.C. 3729, 3802)

**Authorized Representative**

**Prefix:** Ms.

**First Name:** Lisa

**Middle Name**

**Last Name:** Signore

**Suffix:**

**Title:** Director

**Telephone Number:** (724) 770-2040  
**(Format: 123-456-7890)**

**Fax Number:** (724) 847-3861  
**(Format: 123-456-7890)**

**Email:** lsignore@beavercountypa.gov

**Signature of Authorized Representative:** Considered signed upon submission in e-snaps.

**Date Signed:** 08/08/2018

## **CERTIFICATION REGARDING LOBBYING**

### **Certification for Contracts, Grants, Loans, and Cooperative Agreements**

The undersigned certifies, to the best of his or her knowledge and belief, that:

(1) No Federal appropriated funds have been paid or will be paid, by or on behalf of the undersigned, to any person for influencing or attempting to influence an officer or employee of an agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with the awarding of any Federal contract, the making of any Federal grant, the making of any Federal loan, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any Federal contract, grant, loan, or cooperative agreement.

2) If any funds other than Federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with this Federal contract, grant, loan, or cooperative agreement, the undersigned shall complete and submit Standard Form-LLL, "Disclosure of Lobbying Activities," in accordance with its instructions.

(3) The undersigned shall require that the language of this certification be included in the award documents for all subawards at all tiers (including subcontracts, subgrants, and contracts under grants, loans, and cooperative agreements) and that all subrecipients shall certify and disclose accordingly. This certification is a material representation of fact upon which reliance was placed when this transaction was made or entered into. Submission of this certification is a prerequisite for making or entering into this transaction imposed by section 1352, title 31, U.S. Code. Any person who fails to file the required certification shall be subject to a civil penalty of not less than \$10,000 and not more than \$100,000 for each such failure.

### **Statement for Loan Guarantees and Loan Insurance**

The undersigned states, to the best of his or her knowledge and belief, that:

If any funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with this commitment providing for the United States to insure or guarantee a loan, the undersigned shall complete and submit Standard Form-LLL, "Disclosure of Lobbying Activities," in accordance with its instructions. Submission of this statement is a prerequisite for making or entering into this transaction imposed by section 1352, title 31, U.S. Code. Any person who fails to file

**the required statement shall be subject to a civil penalty of not less than \$10,000 and not more than \$100,000 for each such failure.**

**I hereby certify that all the information stated herein, as well as any information provided in the accompaniment herewith, is true and accurate:**

X

**Warning: HUD will prosecute false claims and statements. Conviction may result in criminal and/or civil penalties. (18 U.S.C. 1001, 1010, 1012; 31 U.S.C. 3729, 3802)**

**Applicant's Organization:** County of Beaver

**Name / Title of Authorized Official:** Lisa Signore, Director

**Signature of Authorized Official:** Considered signed upon submission in e-snaps.

**Date Signed:** 08/08/2018

## 1J. SF-LLL

### DISCLOSURE OF LOBBYING ACTIVITIES

Complete this form to disclose lobbying activities pursuant to 31 U.S.C. 1352.

Approved by OMB0348-0046

HUD requires a new SF-LLL submitted with each annual CoC competition and completing this screen fulfills this requirement.

Answer "Yes" if your organization is engaged in lobbying associated with the CoC Program and answer the questions as they appear next on this screen. The requirement related to lobbying as explained in the SF-LLL instructions states: "The filing of a form is required for each payment or agreement to make payment to any lobbying entity for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with a covered Federal action."

Answer "No" if your organization is NOT engaged in lobbying.

**Does the recipient or subrecipient of this CoC grant participate in federal lobbying activities (lobbying a federal administration or congress) in connection with the CoC Program?** No

**Legal Name:** County of Beaver

**Street 1:** 1013 Eighth Avenue

**Street 2:**

**City:** Beaver Falls

**County:** Beaver

**State:** Pennsylvania

**Country:** United States

**Zip / Postal Code:** 15010

**11. Information requested through this form is authorized by title 31 U.S.C. section 1352. This disclosure of lobbying activities is a material representation of fact upon which reliance was placed by the tier above when this transaction was made or entered into. This disclosure is required pursuant to 31 U.S.C. 1352. This information will be available for public inspection. Any person who fails to file the required disclosure shall be subject to a civil penalty of not less than \$10,000 and not more than \$100,000 for each such failure.**

**I certify that this information is true and complete.**

X

**Authorized Representative**

**Prefix:** Ms.

**First Name:** Lisa

**Middle Name:**

**Last Name:** Signore

**Suffix:**

**Title:** Director

**Telephone Number:** (724) 770-2040  
**(Format: 123-456-7890)**

**Fax Number:** (724) 847-3861  
**(Format: 123-456-7890)**

**Email:** lsignore@beavercountypa.gov

**Signature of Authorized Official:** Considered signed upon submission in e-snaps.

**Date Signed:** 08/08/2018



## **2A. Project Detail**

**1a. CoC Number and Name:** PA-603 - Beaver County CoC

**1b. Collaborative Applicant Name:** County of Beaver

**2. Project Name:** PA-603 CoC Planning Application FY2018

**3. Component Type:** CoC Planning Project Application

## 2B. Project Description

### 1. Provide a description that addresses the entire scope of the proposed project and how the Collaborative Applicant will use grant funds to comply with the provisions of 24 CFR 578.7.

The Planning Grant supports the salary of the CoC Coordinator who coordinates all partners in the goal of ending homelessness in Beaver County and meets the requirements in 24 CFR 578.7 subpart B. The CoC Coordinator:

- Leads the monthly meeting of CoC partners (both those who receive CoC funding and those who do not) with published agendas and minutes with the goal: to address systemic barriers to housing, and to coordinate efficient service coordination between partners so to better serve homeless households. The Coordinator also continues to build the membership of the Coalition to ensure broad representation - growing it by 34% in the last 2 years.
- Coordinates the governing board at quarterly meetings. The governing board maintains an annually updated governance charter, ensures HMIS is in full compliance with HUD standards, monitors system performance data quarterly for progress and areas for improvement, establishes performance targets, and works to fill service gaps.
- Ensures Coordinated Entry is working to efficiently rehouse homeless households and meets HUD's regulations. This is done through coordinating the monthly meetings of the CE subcommittee, monitoring outcomes to ensure the system is working efficiently and effectively, and responding to systematic issues and partner concerns as they arise.
- Works with ESG to establish service delivery standards.
- Oversees the Point In Time survey.
- Provides data and updates for the Consolidated Plan.
- Works with the monitoring subcommittee to annually monitor the CoC funded programs. The subcommittee uses an objective, scored monitoring tool so the programs see where they can make improvements.
- Provides oversight for the CoC Application including coordinating the ranking sub-committee.
- Monitors outcomes and provides technical assistance for the Supportive Services for Veteran Families program, ESG, and the CoC funded programs (PSH, TH, HMIS, and CE).
- Helps lead the Outreach sub-committee
- Serves in an advisory role to the board of the men's emergency shelter providing technical assistance, information on best practices, and to help monitor outcomes.
- Works closely with the homeless services hub, The Cornerstone, to ensure coordinated service delivery, use of best practices, and making services accessible to those who are least likely to seek assistance.
- Attends community meetings to raise awareness of homeless services and expand partnerships. The Coordinator strengthened relationships with school liaisons, first responders, churches, and substance use providers in the last year.

This grant enables the CoC to: enhance partnerships working together to prevent/end homelessness, employ outreach strategies to reach all homeless households, and monitor outcomes and adjust accordingly. Therefore, this grant is clearly used to coordinate the implementation of a housing and service

system to prevent and end homelessness in Beaver County.

**2. Describe the estimated schedule for the proposed activities, the management plan, and the method for assuring effective and timely completion of all work.**

The Collaborative Applicant (CA) does not expect any delays to starting the project on time. The CA proposes the timeline below for timely completion of the proposed activities under this grant. Further, the CA ensures the completion of these proposed activities by requiring detailed monthly documentation of completed work from the CoC Coordinator.

The planning grant provides ongoing support to the CoC funded and our non-CoC funded partners. This support includes: direct assistance, support with data collection/submission, best practices, linking service partners, providing education on HUD updates, and training. The planning grant also supports the Coordinator's work with the HMIS Lead in preparing HUD required reports: HIC, PIT, System Performance Measures, AHAR, and projects' Annual Performance Reports. And she meets with the sub-committees throughout the year.

**MONTHLY**

The Coordinator gathers the Housing & Homeless Coalition on a monthly basis. This group shares knowledge and resources, coordinates service delivery, identifies systemic barriers, and works to remove the barriers. The Coordinator also meets monthly with:

- The CoC funded programs to provide technical assistance, and monitoring. The program directors bring questions and the Coordinator brings important HUD and local updates.
- The men's ES board to monitor outcomes and provide information on best practices.
- HMIS Lead to review project data, ensure data quality, and to monitor for trends and progress toward performance outcomes.
- ESG and SSVF sub-recipients on at least a monthly basis to review standards and outcomes.
- Coordinated Entry subcommittee monthly to monitor outcomes, and problem solve waiting lists.
- The Collaborative Applicant to demonstrate the responsibilities of the grant are being met.

**QUARTERLY**

The Coordinator meets quarterly with:

- The Steering Committee, our CoC governing board, to review System Performance and local data. The Coordinator works with this committee to develop priorities/strategies to enhance progress in weak areas.
- Outreach subcommittee to develop strategies for reach homeless people who are least likely to access services. County-wide sweeps are conducted quarterly. Most recently the fire departments assisted by using their boats to scan the river banks throughout the county.
- Statewide CoC via phone conference to coordinate our services and to discuss updates and strategies to end homelessness in our communities.

**ANNUALLY**

The Coordinator annually:

- Organizes the CoC Application including the ranking process.
- Monitors the CoC funded programs.
- Provides data and updates for the Consolidated Plan and Annual Action Plan.

- Oversees the Point In Time survey.
- Presents at least annually at Neighborhood Watch meetings.
- Coordinates an HMIS training for all HMIS users as well as on a one on one basis as needed.
- Provides a training for school liaisons who work with homeless families annually and as needed throughout the year.

### **3. How will the requested funds improve or maintain the CoC's ability to evaluate the outcome of CoC and ESG projects?**

With the support of the Planning grant, the CoC Coordinator and HMIS Lead work closely together. Where the HMIS Lead brings technical database skill and data quality knowledge, the Coordinator brings an understanding of what the data represents as well as benchmarks for performance. Together this team works with CoC projects and ESG sub-recipients to ensure quality data collection and to assist them with interpreting their data. Monitoring data on a monthly basis for projects and on a quarterly basis for system performance, enables the Coordinator to identify trends early on and evaluate outcomes. Additionally, the Coordinator works closely with the HMIS Lead in preparation of HUD and local reports. Again with their complementing skill and knowledge sets, they are able to quickly identify technical errors, and any unusual data. Together they ensure that all reports (CoC, ESG, and local) are reviewed and analyzed under both of their lenses. It is with the support of the planning grant then that we ensure data quality, and submission of accurate reports.

To further increase our capacity for program and system evaluation, the Coordinator and HMIS Lead sought a new software program in the last year. The new system provides more meaningful analysis, and more system checks for data quality. Because it is the same system used by many of the CoCs in the state, it enables us to share data more easily with the state and our out of county partners. The new software has also enhanced our Coordinated Entry data collection as well.

Because the Coordinator, and HMIS Lead work out of the homeless services hub, The Cornerstone, they have opportunities to regularly meet with ESG, SSVF, CoC funded programs, and Coordinated Entry partners to discuss what data they are collecting, how they are recording it in HMIS, and to review data quality and outcome results with them. This close proximity also allows for quick sessions to discuss the context behind any unusual data.

The CoC Coordinator (as supported by this grant) in collaboration with the HMIS Lead, work to enhance the evaluation of performance outcomes for ESG and CoC programs. The System Performance Reports are shared and closely analyzed with them so that they can see where they need to improve and where they are excelling. Individual program outcome reports are also reviewed and analyzed this way with ESG and CoC programs. In addition to providing feedback to the programs, these reports also help the ESG and CoC programs to more fully appreciate the value of the data they collect and record thereby increasing their diligence with it.

### **4. How will the planning activities continue beyond the expiration of HUD financial assistance?**

The planning grant provides stakeholders and local funders the confidence to commit to our ongoing initiatives. As our Coalition expands and our coordinated

efforts become increasingly evident in our outcomes, local funders are willing to match funds to support our efforts to end homelessness. Through education, technical assistance, problem solving, and partner development the planning grant generates community buy-in from our CoC partners. Currently, two county human service departments, support a permanent supportive housing program and an emergency lodging program. Further, the local Public Housing Authority also partners closely with two of our PSH programs, SSVF program, and emergency lodging. Additionally the planning grant itself is matched with SSVF and Community Development Block Grant funds. Children & Youth Services funds a Housing Coordinator position at our homeless services hub to work directly with homeless families. Private donations continue to have an impact on our homeless efforts as well. These cases exemplify the support that the planning grant has been able to leverage.

We continue to strategize to bring more corporate partners into our CoC. This is both for their business acumen and their possible financial support. We are working toward forging a partnership with a new corporation as well as with long standing Beaver County establishments. We also are looking to local foundations to see if there are any funding opportunities and potential partnerships there.

The CoC Coordinator makes efforts to educate partners on the scope of the work that this grant supports, resulting in partners who are quite familiar with certain responsibilities under this grant. It is not unusual for partners in our CoC to step forward and assist programs outside of their own to achieve goals, complete tasks, and enhance their efforts on specific projects. We could depend on such collaboration should there be a funding issue with this grant. Western Pennsylvania has a rich history of foundation support of social services. In the event that HUD support should expire for our CoC planning efforts, we could also reach out to these organizations for temporary support until a more sustainable solution was secured. Further, the matched and leveraged funds that this grant has historically garnered, could be expected to support on-going efforts at least in a partial capacity.

### 3A. Governance and Operations

**1. How often does the CoC conduct meetings of the full CoC membership?** Monthly

**2. Does the CoC include membership of a homeless or formerly homeless person?** Yes

**2a. For members who are homeless or formerly homeless, what role do they play in the CoC membership? (Select all that apply)**

Participates in CoC meetings:	<input checked="" type="checkbox"/>
Votes, including electing Coc Board:	<input checked="" type="checkbox"/>
Sits on CoC Board:	<input checked="" type="checkbox"/>
None:	<input type="checkbox"/>

**3. Does the CoC's governance charter incorporate written policies and procedures for each of the following**

**a. Written agendas of CoC meetings?** Yes

**b. Coordinated Entry? (Also known as centralized or coordinated assessment)** Yes

**c. Process for monitoring outcomes of ESG recipients?** Yes

**d. CoC policies and procedures?** Yes

**e. Written process for board selection?** Yes

**f. Code of Conduct for board members that includes a recusal process?** Yes

**g. Written standards for administering assistance?** Yes

**4. Were there any written complaints received by the CoC in relation to project review, project selection, or other items related to 24 CFR 578.7 or 578.9 within the past 12 months?** No

## 3B. Committees

Provide information for up to five of the most active CoC-wide planning committees, subcommittees and/or workgroups, to address homeless needs in the CoC's geographic area that recommend and set policy priorities for the CoC, including a brief description of the role and the frequency of the meetings. Only include committees, subcommittees and/or workgroups, that are directly involved in CoC-wide planning and not the regular delivery of services.

Name of Group	Role of the Group (max 750 characters)	Meeting Frequency	Name of Individuals and/or Organizations Represented
Housing & Homeless Coalition	1. To identify service gaps, and work to bridge them; 2. To plan CoC wide activities such as PIT survey; 3. To incorporate HUD standards into practice;	Monthly	Housing partners, behavioral & physical health, CoC coordinator, mainstream resources, social service providers, local govt, PHA, formerly homeless persons, churches, advocates
Beaver County CoC Steering Committee (Governing Board)	Using performance data this group: 1. Sets local priorities, 2. develops strategies for improvement, 3. responds to changing needs, 4. develops CoC wide policies to guide our work to end homelessness	Quarterly	Behavioral Health, SSVF, ESG, CYS, formerly homeless, church, DV, local government, County Commissioners, PHA, Adult Probation, HMIS Lead, Habitat for Humanity, Aging, Fair Housing, homeless services hub, CoC Coordinator
Beaver County HMIS	Data continues to play a significant role in monitoring progress, guiding decision making, and developing CoC policies. This group ensures that the HMIS system and team meets HUD standards, ensures data quality, and produces accurate reports.	Monthly	Community Development Program HMIS Lead, CoC Coordinator
Technical Assistance & Review	1. To monitor CoC funded programs for performance outcomes and compliance with CoC policies and HUD standards, 2. To provide technical support in areas for development	Semi-Annually	Community Development Program, CoC Coordinator
Coordinated Entry	This group initial met to develop and implement a CoC wide Coordinated Entry process. Currently it: 1. Monitors the CE process to ensure households are being efficiently rehoused, 2. Develops policies to enhance the process and increase positive outcomes, 3. Monitors the wait lists, 4. Reviews performance data and makes recommendations for improvements	Monthly	CoC Coordinator, CoC funded programs, Coordinated Entry team

## 4A. Sources of Match

The following list summarizes the funds that will be used as Match for the project. To add a Matching source to the list, select the  icon. To view or update a Matching source already listed, select the  icon.

### Summary for Match

Total Value of Cash Commitments:	\$17,787
Total Value of In-Kind Commitments:	\$0
Total Value of All Commitments:	\$17,787

1. Does this project generate program income as described in 24 CFR 578.97 that will be used as Match for this grant? No

Match	Type	Source	Contributor	Date of Commitment	Value of Commitments
Yes	Cash	Government	Community Develop...	08/02/2018	\$17,787



## Sources of Match Details

- 1. Will this commitment be used towards Match?** Yes
- 2. Type of commitment:** Cash
- 3. Type of source:** Government
- 4. Name the source of the commitment:** Community Development Program  
(Be as specific as possible and include the office or grant program as applicable)
- 5. Date of Written Commitment:** 08/02/2018
- 6. Value of Written Commitment:** \$17,787

## 4B. Funding Request

**1. Will it be feasible for the project to be under grant agreement by September 30, 2020?** Yes

**2. Does this project propose to allocate funds according to an indirect cost rate?** No

**3. Select a grant term:** 1 Year

**A description must be entered for Quantity. Any costs without a Quantity description will be removed from the budget.**

Eligible Costs:	Quantity AND Description (max 400 characters)	Annual Assistance Requested (Applicant)
<b>1. Coordination Activities</b>	Facilitate ongoing meetings, opportunities, and partnerships with stakeholders, and CoC Governing Board to coordinate our systemic efforts toward the goal of ending homelessness.	\$39,441
<b>2. Project Evaluation</b>	Use HMIS to regularly evaluate CoC, ESG, and SSVF programs. Annually coordinate, and participate in the Technical Assistance Reviews of each CoC funded provider.	\$5,754
<b>3. Project Monitoring Activities</b>	Meet monthly with CoC funded programs to monitor performance standards, outcomes, and program regulations. Provide technical assistance to CoC funded programs as needed.	\$11,384
<b>4. Participation in the Consolidated Plan</b>	Provide CoC data regarding CoC funded programs, ESG, HAP, SSVF, and locally funded homeless initiatives with their outcomes and gaps analysis to the Consolidated Plan.	\$1,050
<b>5. CoC Application Activities</b>	Meet with CoC project applicants when the NOFA is released to review the NOFA, review project applicants renewals, and provide technical assistance to new projects prior to submission.	\$7,826
<b>6. Determining Geographical Area to Be Served by the CoC</b>		
<b>7. Developing a CoC System</b>		
<b>8. HUD Compliance Activities</b>	Facilitate meetings with ESG, SSVF, and CoC funded programs to ensure HUD program compliance. Review all reports prior to submission to HUD. Meet with Director of Community Development Program to provide updates and receive guidance when appropriate.	\$5,692
<b>Total Costs Requested</b>		\$71,147
<b>Cash Match</b>		\$17,787
<b>In-Kind Match</b>		\$0
<b>Total Match</b>		\$17,787
<b>Total Budget</b>		\$88,934

**Click the 'Save' button to automatically calculate the Total Assistance**

## 5A. Attachment(s)

Document Type	Required?	Document Description	Date Attached
1. Other Attachment(s)	No	Match Letter	08/06/2018
2. Other Attachment(s)	No		

## Attachment Details

**Document Description:** Match Letter

## Attachment Details

**Document Description:**

## 5B. Certification

### A. For all projects:

#### Fair Housing and Equal Opportunity

It will comply with Title VI of the Civil Rights Act of 1964 (42 U.S.C. 2000(d)) and regulations pursuant thereto (Title 24 CFR part I), which state that no person in the United States shall, on the ground of race, color or national origin, be excluded from participation in, be denied the benefits of, or be otherwise subjected to discrimination under any program or activity for which the applicant receives Federal financial assistance, and will immediately take any measures necessary to effectuate this agreement. With reference to the real property and structure(s) thereon which are provided or improved with the aid of Federal financial assistance extended to the applicant, this assurance shall obligate the applicant, or in the case of any transfer, transferee, for the period during which the real property and structure(s) are used for a purpose for which the Federal financial assistance is extended or for another purpose involving the provision of similar services or benefits.

It will comply with the Fair Housing Act (42 U.S.C. 3601-19), as amended, and with implementing regulations at 24 CFR part 100, which prohibit discrimination in housing on the basis of race, color, religion, sex, disability, familial status or national origin.

It will comply with Executive Order 11063 on Equal Opportunity in Housing and with implementing regulations at 24 CFR Part 107 which prohibit discrimination because of race, color, creed, sex or national origin in housing and related facilities provided with Federal financial assistance.

It will comply with Executive Order 11246 and all regulations pursuant thereto (41 CFR Chapter 60-1), which state that no person shall be discriminated against on the basis of race, color, religion, sex or national origin in all phases of employment during the performance of Federal contracts and shall take affirmative action to ensure equal employment opportunity. The applicant will incorporate, or cause to be incorporated, into any contract for construction work as defined in Section 130.5 of HUD regulations the equal opportunity clause required by Section 130.15(b) of the HUD regulations.

It will comply with Section 3 of the Housing and Urban Development Act of 1968, as amended (12 U.S.C. 1701(u)), and regulations pursuant thereto (24 CFR Part 135), which require that to the greatest extent feasible opportunities for training and employment be given to lower-income residents of the project and contracts for work in connection with the project be awarded in substantial part to persons residing in the area of the project.

It will comply with Section 504 of the Rehabilitation Act of 1973 (29 U.S.C. 794), as amended, and with implementing regulations at 24 CFR Part 8, which prohibit discrimination based on disability in Federally-assisted and conducted programs and activities.

It will comply with the Age Discrimination Act of 1975 (42 U.S.C. 6101-07), as amended, and implementing regulations at 24 CFR Part 146, which prohibit discrimination because of age in projects and activities receiving Federal financial assistance.

It will comply with Executive Orders 11625, 12432, and 12138, which state that program participants shall take affirmative action to encourage participation by businesses owned and operated by members of minority groups and women.

If persons of any particular race, color, religion, sex, age, national origin, familial status, or

disability who may qualify for assistance are unlikely to be reached, it will establish additional procedures to ensure that interested persons can obtain information concerning the assistance.

It will comply with the reasonable modification and accommodation requirements and, as appropriate, the accessibility requirements of the Fair Housing Act and section 504 of the Rehabilitation Act of 1973, as amended.

**1-Year Operation Rule.**

For applicants receiving assistance for CoC planning: the project will be operated for the purpose specified in the application for any year for which such assistance is provided.

**D. Explanation.**

Where the applicant is unable to certify to any of the statements in this certification, such applicant shall attach an explanation behind this page.

**Name of Authorized Certifying Official:** Lisa Signore

**Date:** 08/08/2018

**Title:** Director

**Applicant Organization:** County of Beaver

**PHA Number (For PHA Applicants Only):**

I certify that I have been duly authorized by the applicant to submit this Applicant Certification and to ensure compliance. I am aware that any false, fictitious, or fraudulent statements or claims may subject me to criminal, civil, or administrative penalties . (U.S. Code, Title 218, Section 1001).

X

## 6A. Submission Summary

Page	Last Updated
1A. SF-424 Application Type	No Input Required
1B. SF-424 Legal Applicant	No Input Required
1C. SF-424 Application Details	No Input Required
1D. SF-424 Congressional District(s)	07/30/2018
1E. SF-424 Compliance	07/30/2018
1F. SF-424 Declaration	07/30/2018
1G. HUD 2880	07/30/2018
1H. HUD 50070	07/30/2018
1I. Cert. Lobbying	07/30/2018
1J. SF-LLL	07/30/2018
2A. Project Detail	08/01/2018

<b>2B. Description</b>	08/01/2018
<b>3A. Governance and Operations</b>	08/01/2018
<b>3B. Committees</b>	08/01/2018
<b>4A. Match</b>	08/06/2018
<b>4B. Funding Request</b>	08/01/2018
<b>5A. Attachment(s)</b>	08/06/2018
<b>5B. Certification</b>	08/08/2018



## COMMUNITY DEVELOPMENT PROGRAM OF BEAVER COUNTY



### Board of Commissioners

Daniel C. Camp III, Chairman  
Sandie Egley  
Tony Amadio

August 02, 2018

### COMMUNITY DEVELOPMENT PROGRAM OF BEAVER COUNTY

To Whom It May Concern:

1013 Eighth Avenue  
Beaver Falls, PA 15010

The County of Beaver, through the Community Development Program of Beaver County, administers the U.S. Department of Housing and Urban Development's Community Development Block Grant (CDBG) funds.

724-770-2040  
800-339-0984  
724-847-3861 FAX

Through this program, the County has allocated funding from its 2018 allocation as match for the **2018 CoC Planning Grant** for staff costs:

CoC Planning Grant - \$17,787 CDBG Program Year 2018.

If you have questions, please contact Cathy Smith of this office at 724-770-2044.

Sincerely,

Lisa E. Signore

Director